



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only
Position Title: Project Management Assistant
Type of vacancy: Multiple
Opening date: February 15, 2017
Closing date: February 28, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement USAID/306/17/22/OHN

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Assistant** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Management Assistant (PMA) assigned to the USAID/Afghanistan Office of Health & Nutrition (OHN) supports the existing portfolio in Reproductive Health, Nutrition, Maternal & Child Health, Infectious Diseases and Health System Strengthening. Reporting to the Director of the Health Office or his/her designee, the PMA will assist and support various Contracting Officers' Representative (CORs) that oversee the Office's portfolio of more than 15 implementing mechanisms, and is also assigned to support CORs and Agreement Officer's Representatives (AORs) of other projects. The incumbent is expected to liaise with, support, and brief OHN management and staff concerning the project/activity management, financial management, and internal and external communications of projects. The incumbent works closely with the OHN's program staff members for budget, monitoring and evaluation, and project management matters. The incumbent also liaises with the relevant technical staff of the Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM) on contracting and financial management issues concerning projects and activities.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the OHN Director or his/her designee, the incumbent is responsible for a variety of project management duties in support of project implementation, which includes performance management and reporting, financial and contract management, and other relevant duties. The incumbent is involved in the upcoming strategy, project design and, when necessary, in program/policy coordination with other United States Government (USG) agencies and donors involved in health and nutrition related programming. This position requires project management and analytical skills, as well as good judgment, and an ability to work with minimal supervision. The incumbent must ensure that project activities are designed, managed, and implemented to achieve the Agency's goals and objectives for Afghanistan, within USG and USAID mandate(s) and financial resource constraints.

A. Performance Management and Reporting:

For the relevant projects to which s/he is assigned, the incumbent will assist the concerned

CORs/AORs in all project management actions. The incumbent will provide inputs/participate in the review and approval of the concerned implementing partners' work plans, monitoring and evaluation plans, branding and marking plans, gender analyses, environmental mitigation and monitoring plans, and other required core project documents. The incumbent helps in the tracking and reporting of project progress on a continuing basis, especially the key performance indicators that measure the achievement of the main outputs and outcomes; contributes in the review and approval of draft progress reports (i.e., inception, quarterly, annual, and final), as well as the performance of all applicable tiers in compliance with the Mission's multi-tier monitoring system; provides necessary inputs to and participates in performance reviews (Mission-wide and project specific). The incumbent will alert the concerned CORs/AORs of challenges being faced by the projects assigned to him/her, and assists to ensure that all identified issues are discussed (with agreed actions documented) and eventually resolved. As a member of the OHN, the incumbent contributes in strategy development, monitoring and evaluation, and gender mainstreaming initiatives and activities; joins coordination events with the Government of Islamic Republic of Afghanistan (GIROA) and other activities as warranted.

B. Financial and Contract Management:

The incumbent helps the CORs/AORs in necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & Assistance System (GLAAS) requisitions, sub-obligation of funds, partner vetting requests, and project close-out, as well as any possible Modified Acquisition and Assistance Request Documents (MAARDs).

Under the direction of the designated COR, the incumbent assists in the provision of technical guidance to the concerned implementing partners on USAID budgetary/financial and accounting requirements, which include the aspects of financial accounting and reporting as well as fiscal year budget proposal review. The incumbent helps monitor project budget planning and implementation in accordance with USG requirements, and will work closely with the Project Management Assistant (PMA) for Budget of OHN to routinely update project budgeting. The incumbent will also help provide to the same OHN staff any project-related inputs in the Quarterly Financial Review (QFR) exercise and will assist the relevant CORs/AORs in preparing accruals to keep the pipeline within forward funding guidelines.

C. Office Management and Other Duties as Required:

The incumbent supports the CORs/AORs of projects assigned to him/her, and carries out duties as required; assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to health programming (includes different data calls from the Special Inspector General for Afghanistan Reconstruction [SIGAR], USAID Office of Inspector General [OIG] and the Government Accountability Office [GAO]), and coordinates meetings and visits with counterparts and other donors. The incumbent also drafts routine documentation and ensures their clearance and approval on a timely manner; participates in team meetings and other team activities as determined appropriate; performs other duties as required. This includes logistic planning for OHN events and meetings. When the administrative assistant is on leave, the project management assistant will provide coverage for office management functions, including travel requests, webTA approval, and Embassy access requests.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A completion of at least two years, post-secondary Diploma/Associates Degree at college or university, in fields of public health, medicine, international affairs, economics, sociology, business administration, or management. (Education requirement must be met at the time of application for the subject position).

Experience: At least three (3) years of relevant, progressively responsible work experience in the fields of program/project administration, planning and implementation support particularly within the context of health-related development assistance program/project with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required (English language ability will be tested).

Job Knowledge: Knowledge and understanding of the Afghan government, particularly the Ministry of Public Health, is necessary. This must be complemented by knowledge of the country's economic and cultural characteristics, and the problems, resources and development prospects/priorities for the social sector in Afghanistan. The incumbent will keep current with the state of development issues, concerns, and practices in Afghanistan, in order to keep office staff up to date on issues related to USAID/Afghanistan activities. The incumbent must also have the potential to acquire understanding of, (1) USAID programming project design and implementation policies, procedures, and documentation related to development assistance, as well as (2) objectives, approaches and status of the project(s) to which s/he is assigned.

Skills and Abilities: The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information effectively and objectively in written and oral form is required. Under limited supervision, the incumbent must be able to assist in planning, managing and evaluating the project(s) to which s/he is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with colleagues in technical and support offices within USAID, as well as implementing partner management and staff. Excellent MS Office skills (Word, Excel, PowerPoint) are required. The incumbent must be able to work in a team environment and under pressure.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Assistant (OHN1722)**.

ANY/ALL application submissions after the closing date of February 28, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria;
2. Application for Employment as a Locally Employed Staff (DS-174)
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website); AND
3. A current resume or curriculum vitae.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.

- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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